



BARBARA CALLOW CALLIGRAPHY

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GUIDELINES FOR CLIENTS

- Lists should be submitted in a Word document in **14-point** font, in alphabetical order if possible - otherwise, pages should be numbered. The names and addresses should be listed in vertical format, the way they will appear on the envelope, i.e.:

Mr. and Mrs. Jeffery Parker
1347 Lombard Street
San Francisco, California 94109

This format also applies to seating cards and envelopes.

- We can re-format your excel spreadsheet to a Word document for an additional fee.
- All instructions, style and color selection, and all changes must be provided in type written form via e-mail or fax to assure accuracy.
- Client must provide a minimum of 10-15% extra stock.
- Select materials available for purchase.
- A 50% deposit by credit card, check, or cash is required to begin work. Balance due upon completion of job. Sales tax added when applicable.
- Changes or additions requested after completion of job will incur additional set-up charges.
- Client is responsible for shipping charges.
- Normal turnaround time is 10 business days. A shorter turnaround time may be requested pending availability. Rush jobs may incur additional charges.